



<b>Classification:</b> Associate Governmental Program Analyst	<b>Position No.</b> 5100-5393-xxx
<b>CBID:</b> R10	<b>Office:</b> Administrative
<b>Date Prepared:</b> February 11, 2019	<b>Division:</b> Renewable Energy
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**CONFLICT OF INTEREST STATEMENT**

This position is designated under the Conflict of Interest Code: YES ☐ NO ☒

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the general supervision of the Deputy Director of the Renewable Energy Division, the incumbent will perform a wide variety of consultative, analytical, and technical assignments with a high degree of independence. The incumbent will serve as the Division's lead person for the development, implementation, and maintenance of the following administrative programs: personnel, budgets, information technology, business services, records management, travel, and training. The incumbent will act as the Administrative Liaison of these programs and will serve as a representative on related task forces, committees, working groups and teams and will participate in the Division's management team meetings and activities. The incumbent will also provide general support for staff and managers working in coordination with the other support staff in the division.

**DUTIES AND RESPONSIBILITIES:**

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
20%	Prepare Division Requests for Personnel Action (RPAs) including duty statements, classification change justifications, organizational charts, and job opportunity notices. Independently review, analyze and make recommendations to Division management on RPAs, ensuring compliance with State and Energy Commission employment and administrative practices and policies. In consultation with the Division's personnel analyst, advise Division management on alternative strategies for resolving classification issues and organization options. Develop and maintain a tracking method to monitor timeliness and completion of probationary reports and Individual Development Plans/Annual Performance Appraisals and prepare status reports for Division management. (E)
15%	Develop and implement Division and individual office budgets; gather and analyze expenditure information to ensure that expenditures do not exceed allocation; and recommend corrective action to Division management when needed. (E)
15%	Review and approve all purchase requisitions of major and minor equipment, software, and office supplies; develop floor plans and coordinate all space action requests including telephone line installation and repair; reconfiguration of cubicles; staff moves; and relocation and assignment of computers and printers. Serve as Records Management Coordinator for the Division in preparing the Division's Record Retention Schedules and train staff on records retention and retrieval procedures. (E)
10%	Act as Training Liaison for the Division. Input and approve all training requests in the Commission's Training Database. Track employee trainings to retain certificates of completion. (E)

**DUTY STATEMENT**

CEC-004 (Revised 01/2019)

CALIFORNIA ENERGY COMMISSION



10%	Coordinate Division resource management activities, which include, but are not limited to, leading preparation and analyses of work plans, Budget Change Proposals, Department of Finance Letters, and PY reduction or addition drill. (E)
10%	Assist the Deputy Director and Office Managers in the development of various reports that provide information to both the Executive Office and other divisions. Assist in scheduling meetings to provide regular updates to Commissioners and the Executive Office. This responsibility includes, but is not limited to, gathering information from various sources, editing, formatting and reviewing for accuracy. (E)
10%	Review all incoming legislative bills that may affect the Division to determine proper staff assignment for preparation of bill analysis, coordinate preparation of analysis between the offices within the division and/or other divisions where needed; ensure that due dates are met and analysis is prepared in a manner consistent with departmental policy, review staff prepared bill analysis and submit to Deputy Director for signature approval. Transmit completed bill analysis to the Office of Governmental Affairs. Assist in the preparation of legislative concepts and legislative proposals for the Division. (E)
5%	Identify student budget needs, prepare necessary work plan documents to obtain division's annual student budget, analyze monthly expenditure reports to manage the funds, identify potential problems and provide recommendations for resolution. Prepare student duty statements and recruitment documents; analyze student applications and transcripts to verify employment eligibility and determine proper salary for students; prepare required forms to initiate hire; provide orientation for new students; prepare documents to initiate salary range changes; and ensure that student separation forms are prepared and processed. (E)
5%	Perform other related duties as required consistent with the specification of this classification. (M)

**WORKING CONDITIONS:** Work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
_____ Vacant Associate Governmental Program Analyst	_____ Natalie Lee Deputy Director
Date	Date